



# South Dakota Board of Nursing

South Dakota Department of Health  
4305 S. Louise Avenue Suite 201; Sioux Falls, SD 57106-3115  
(605) 362-2760; Fax: 362-2768; www.state.sd.us/doh/nursing

## Medication Administration Training Program for Unlicensed Assistive Personnel Application for Re-Approval of Training Program

Medication administration may be delegated only to those individuals who have successfully completed a training program pursuant to ARSD 20:48:04.01:14. An application along with required documentation must be submitted to the Board of Nursing for approval. Written notice of approval or denial of the application will be issued upon receipt of all required documents. Send completed application and supporting documentation to: South Dakota Board of Nursing; 4305 S. Louise Ave., Suite 201; Sioux Falls, South Dakota 57106-3115

Name of Institution: Sanford Orchard Hills Congregate & Assisted Living  
Name of Primary Instructor: Denise Gillogly RN  
Address: 200 W 10th St Dell Rapids SD 57022  
Phone Number: 605-428-6200 Fax Number: 605-428-6201  
E-mail Address of Faculty: \_\_\_\_\_

- Request re-approval using the following approved curriculum(s): *(Each program is expected to retain program records using the Enrolled Student Log form.)*
  - ☐ 2011 SD Community Mental Health Facilities (only approved for agencies certified through the Department of Social Services)
  - ☐ Gauwiltz Textbook - Administering Medications: Pharmacology for Health Careers, Gauwiltz (2009)
  - ☐ Mosby's Textbook for Medication Assistants, Sorrentino & Remmert (2009)
  - ☐ Nebraska Health Care Association (2010) (NHCA)
  - ☒ We Care Online
- List faculty and licensure information: *For new RN faculty: 1) attach resume/work history with evidence of minimum 2 years clinical RN experience, and 2) attach a new Curriculum Application Form identifying areas of teaching.*

RN FACULTY/INSTRUCTOR NAME(S)	RN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
Denise Gillogly	SD	R035954	2/17/13	South RN
Argi (Argie) Heister	SD	R028676	11/13/12	South RN

- Complete evaluation of the curriculum / program: *(Explain 'No' responses on a separate sheet of paper.)*

Standard	Yes	No
1. Each person enrolled in your program had a high school diploma or the equivalent.	✓	
2. Your program was no less than 16 classroom hours and 4 hours clinical/laboratory instruction for a total of 20 hours.	✓	
3. Your program's faculty to student ratio did not exceed 1:8 in the clinical / lab setting	✓	
4. Your program's faculty to student ratio did not exceed 1:1 in skill performance evaluation / competency validation.	✓	
5. Each student's performance was documented using the SD clinical skills checklist form.	✓	
6. You maintain records using the Enrolled Student Log(s) form.		

RN Faculty Signature: Denise Gillogly RN Date: 8/21/12

This section to be completed by the South Dakota Board of Nursing

Date Application Received: <u>8/29/12</u>	Date Notice Sent to Institution: <u>8/29/12</u>
Date Application Approved: <u>8/29/12</u>	Application Denied. Reason: _____
Expiration Date of Approval: <u>April 2014</u>	
Board Representative: <u>SD Board</u>	



**South Dakota Board of Nursing  
Curriculum Content Application Form: We Care Online**

Agency/Facility Name: Sanford Orchard Hills

This form provides onsite clinical RN primary instructors a guide on how to teach the content of the We Care Online curriculum. Complete column 4 with the name of RN responsible for teaching the 4-hour clinical lab portion of training (bottom of page 2). Submit completed form to BON with your Medication Administration Training Program application.

Curriculum Requirements Pursuant to ARSD 20.48.04.01.15	Content Outline	Time Frame	RN Instructor	Teaching Methodology Used (May include lecture, self-study, online, case study)
<p>(b) prepare, fill, and administer controlled substances (including) (i) government and legal regulations related to the practice of nursing, the administration of medication, and the storage, administration and recording of controlled substances;</p> <p>(c) state (by name) (i) the extent to which a nurse is permitted to administer controlled substances;</p> <p>(d) administer medication;</p> <p>(e) monitor and evaluate the effectiveness of medication administration;</p> <p>(f) the role of unlicensed assistance personnel in administering medications;</p> <p>(g) the rights of medication administration;</p> <p>(h) the rights of medication administration;</p> <p>(i) the rights of medication administration;</p> <p>(j) the rights of medication administration;</p> <p>(k) the rights of medication administration;</p> <p>(l) the rights of medication administration;</p> <p>(m) the rights of medication administration;</p> <p>(n) the rights of medication administration;</p> <p>(o) the rights of medication administration;</p> <p>(p) the rights of medication administration;</p> <p>(q) the rights of medication administration;</p> <p>(r) the rights of medication administration;</p> <p>(s) the rights of medication administration;</p> <p>(t) the rights of medication administration;</p> <p>(u) the rights of medication administration;</p> <p>(v) the rights of medication administration;</p> <p>(w) the rights of medication administration;</p> <p>(x) the rights of medication administration;</p> <p>(y) the rights of medication administration;</p> <p>(z) the rights of medication administration;</p>	<p>1. Governmental regulations related to the medication administration</p> <ul style="list-style-type: none"> <li>• SD Specific Legal Requirements</li> </ul> <p>2. Administration of medications and controlled substances (CS)</p> <p>3. Storage of medications and CS</p> <p>4. Recording of CS</p> <p>5. Ethical issues</p> <p>6. Terminology, abbreviations, and symbols</p> <p>7. Medication administration systems</p> <p>8. Forms of medication</p> <p>9. Procedures and routes of medication administration</p> <p>10. Medication references available</p> <p>11. The role of unlicensed assistance personnel in administering medications</p> <p>12. The five rights of medication administration</p> <ul style="list-style-type: none"> <li>• Right Patient</li> <li>• Right Medication</li> <li>• Right Dose</li> <li>• Right Time</li> <li>• Right Route</li> </ul> <p>13. Infection Control policies and procedures</p> <p>Administer Unit 1 exam.</p>	<p>8 hrs.</p>	<p>Online RN Instructor: Bonnie Henningson</p>	<p><b>Required text for self-study:</b> Gawitz, Donna F. (2009). <i>Administering Medications: Pharmacology for Health Centers</i>. 6th Ed. Pub McGraw-Hill. ISBN: 978-0-07-352085-8</p> <p><b>Self-study, read:</b> SD Specific Legal Requirements Ch. 1: Orientation to Medications Ch. 2: Principles of Drug Action Ch. 3: Measurements &amp; Dosage Adjustments; Ch. 5: Medication Therapy; Ch. 6: Vitamins Minerals &amp; Herbs; Ch. 7: Antibiotics &amp; Antifungals; Ch. 8: Drugs for the Eye &amp; Ear; and Ch. 9: Drugs for the Skin;</p> <p>Online content for Unit 1 posted on the course platform. Click on the links provided to state regulations.</p> <p>Student required to post answers to discussion questions for Unit 1 online. Go online to tabs tab and review Unit 1 games for learning.</p> <p>Passing score of 85% required; may retake exam once. Scores will be provided to RN instructor by We Care Online. (Individual RN primary instructors are expected to maintain the We Care Student Log Form for their students.)</p>



<p>3. An overview of the major categories of medications related to the body systems, including:</p> <ul style="list-style-type: none"> <li>a. Cardiovascular</li> <li>b. Endocrine</li> <li>c. Gastrointestinal</li> <li>d. Integumentary</li> <li>e. Musculoskeletal</li> <li>f. Nervous</li> <li>g. Reproductive</li> <li>h. Respiratory</li> <li>i. Sensory</li> <li>j. Urinary</li> <li>k. Immune</li> </ul> <p>3. Additional instruction shall include those categories of medications relevant to the healthcare setting where the unlicensed person will be employed, and</p>	<p>14. An overview of the major categories of medications related to the body systems, including:</p> <ul style="list-style-type: none"> <li>a. Cardiovascular</li> <li>b. Endocrine</li> <li>c. Gastrointestinal</li> <li>d. Integumentary</li> <li>e. Musculoskeletal</li> <li>f. Nervous</li> <li>g. Reproductive</li> <li>h. Respiratory</li> <li>i. Sensory</li> <li>j. Urinary</li> <li>k. Immune</li> </ul>	<p>8 hrs.</p>	<p>Bonnie Henningson</p>	<p>Self-study, read:</p> <ul style="list-style-type: none"> <li>Ch. 11: Drugs for Respiratory;</li> <li>Ch. 12: Drugs for Gastrointestinal;</li> <li>Ch. 13: Drugs for the Urinary System &amp; Fluid Balance;</li> <li>Ch. 14: Drugs for the Reproductive System;</li> <li>Ch. 15: Drugs for the Endocrine System;</li> <li>Ch. 16: Drugs for the Musculoskeletal System;</li> <li>Ch. 17: Drugs for the Nervous &amp; Sensory Systems;</li> </ul>
<p>Unit Test</p>	<p>Administer unit 2 exam</p>	<p>0.5 - 1 hr.</p>	<p>Bonnie Henningson</p>	<p>Passing score of 85% required; may retake exam once.</p>
<p>Final Test</p>	<p>Administer comprehensive final exam</p>	<p>0.5 - 1 hr</p>	<p>Bonnie Henningson</p>	<p>Passing score of 85% required; may retake exam once.</p>
<p>4) Clinical or laboratory instruction for the purpose of demonstration of medication administration and evaluation of individual competence. (ARSD 20:48-04.01:14 Faculty-to-student ratio cannot exceed 1:8 in clinical setting. A 1:1 ratio is required for skills performance evaluation.)</p>	<ul style="list-style-type: none"> <li>• Clinical/laboratory instruction provided with required RN faculty-to-student ratio of 1:8;</li> <li>• Skills performance evaluation completed by RN with required 1:1 faculty-to-student ratio.</li> </ul>	<p>4 hrs</p>	<p>Onsite Clinical RN Instructor(s):</p>	<p>Complete required Skills Performance Evaluation form for each student that passes tests. (additional checklists may also be completed as desired)</p>
<p>Required hours: 16 classroom instruction + 4 laboratory instruction 20 hours</p>		<p>21.5 - 23 hrs</p>	<p>Clinical RN Denise G. Hogarty RN A. Harker RN</p>	

SD BON Reviewer Use Only  
Date Application received: 8/24/12  
BON Staff Representative: [Signature]

Criteria Met: ☒ Yes ☐ No; reason denied:

03-1-2012